

50301-01  
**APPLICATION FOR RECORDS RETENTION SCHEDULE****OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION****INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>																	
Application Date		Department of Transportation Division of Planning & Programming No. 2 Capitol Square, Room 122 Atlanta, Georgia 30334	Application Number <b>84-79</b>																	
Application Number			Date Received <u>MAR 1 1984</u> Date Completed <u>OCT 09 1984</u>																	
<b>2. Person to Contact</b> Millie Arnold		<b>Working Title</b> Administrative Secretary	<b>Telephone Number</b> 656-5277																	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void																				
<b>4. Dates of Series</b> Earliest      Latest 1981      Present		<b>5. Records Series Title (followed by title used in office; if different)</b> SASHTO - Southeastern Association of State Highway & Transportation Officials - Planning Files																		
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? The purpose for having the meeting of the Southeastern Association of State Highway and Transportation Officials (SASHTO) in the Member States and for which it was organized and shall be perpetuated is to encourage highway improvement and the improvement of balanced transportation by the exchange of ideas related to transportation problems of the Southeastern States and to promote a closer relationship between its Members with a view of establishing uniform systems of administration, construction and maintenance. The Annual Meeting proceedings are published and distributed by the Host State and the published proceedings is the official record of the association's activities. The Director was Host Committee Chairman of Registration and Housing for the 40th Annual Meeting held in Atlanta in 1981. Eleven of the Member States participated. We believe that preservation should be made of the format of the 1981 Meeting as Georgia serves as Host State about every twelve years.																				
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to <sup>Coordinating</sup> Registration and housing of the delegates and their spouses who attended the meeting, etc. see below:  Included are: <table style="width:100%"><tr><td>1. Correspondence from Parrish</td><td>9. Receipt for Registration Fee</td></tr><tr><td>2. Hospitality Suite Assignments</td><td>10. Registrant Information</td></tr><tr><td>3. Letters of Invitation to Attend SASHTO</td><td>11. Registration Packets-Delegate &amp; Spouse with Contents.</td></tr><tr><td>4. Name Tag &amp; Ribbon Information</td><td>12. Registration &amp; Reservation forms and Information</td></tr><tr><td>5. Notes on Registration</td><td>13. Stamps</td></tr><tr><td>6. Preconvention Packet with Contents</td><td>14. Stationery</td></tr><tr><td>7. Preregistration Packets with Contents</td><td>15. Souvenirs for SASHTO Packets Information</td></tr><tr><td>8. Program Information</td><td>16. Ticket Information</td></tr></table> File is arranged: 1) General, by subject.					1. Correspondence from Parrish	9. Receipt for Registration Fee	2. Hospitality Suite Assignments	10. Registrant Information	3. Letters of Invitation to Attend SASHTO	11. Registration Packets-Delegate & Spouse with Contents.	4. Name Tag & Ribbon Information	12. Registration & Reservation forms and Information	5. Notes on Registration	13. Stamps	6. Preconvention Packet with Contents	14. Stationery	7. Preregistration Packets with Contents	15. Souvenirs for SASHTO Packets Information	8. Program Information	16. Ticket Information
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<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?																				
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____																				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                  |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.     |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>14</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Preservation of the format. Georgia serves as Host about every 11 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 12 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date	
<i>James D. May</i>	FEB 24 1984	<i>Martha B. Beck</i>	2/24/84	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)		
		State Auditor/Designee	<i>Thomas A. Smith</i>	10/4/84
		Secretary of State/Designee	<i>Edward Weldon</i>	10/2/84
	Attorney General/Designee	<i>Severin H. Hays</i>	10/5/84	